



HUMAN RESOURCES DEPARTMENT

CITY OF FRISCO POSITION DESCRIPTION

TITLE:	Office Manager	LAST UPDATED:	11/10/2014
DEPARTMENT:	Parks and Recreation	JOB CLASS:	
REPORTS TO:	Director of Parks and Recreation	FLSA DESIGNATION:	Non Exempt

Summary: Under general supervision of the Director of Parks and Recreation , the Office Manager performs and coordinates administrative projects, analytical studies and special projects and manages compliance of contracts and agreements for Frisco Public Art. Oversees the daily scheduling and assignments of activities for the department's administrative staff. Supervises assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Funding requests, annual expenditures

Essential Job Functions:

- Manages the compliance of performance agreements and creates contract compliance documents for the Frisco Public Art Board.
- Coordinates the RFQ and selection process for selected arts for the City art programs.
- Coordinates the maintenance schedule and repair orders of public art pieces located throughout the City.
- Conducts follow up on performance agreements and tracks progress and payment of contract obligations.
- Obtains and reviews documentation to verify performance attainment and /contract compliance.
- Manages multiple contractual deadlines for large volume of performance agreements.
- Monitors department budget and project funding to ensure financial obligations are accurate and complete for area of responsibility.
- Reviews and prepares payments for contracted services, tracks payments against contracted services and services provided.
- Prepares and submits check requests to Finance Department for payment.
- Prepares, posts and distributes meetings agendas, packets, narratives, materials and minute for board meetings and other meetings as assigned.
- Manages interoffice paperwork as needed between the Parks and Recreation Department, City Hall, and other City facilities.
- Reconciles, consults and recommends solutions regarding funding issues and discrepancies.
- Creates monthly financial reports and other reports as requested.
- Assists Director of Parks and Recreation and staff in researching, developing and formulating the Corporation's annual budget.
- Monitors annual budget expenditures; prepares budget justifications and narratives.
- Monitors open purchase orders and periodically notifies managers of balances.
- Supervises assigned staff.
- Serves as Administrator for the staff entry and completion of timesheets.
- Assist in hiring decisions regarding assigned staff; provides or coordinates administrative training.
- Evaluates supervised staff and prepares performance reviews; counsels subordinates regarding disciplinary and other problems, prepares appropriate documentation; recommends disciplinary action up to and including termination.
- Manages monthly purchases of office supplies and other provisions for the office.

- Oversees maintenance of office records, coordinating with City Secretary regarding record retention, filing systems, protection and security of files & records and transfer/disposal according to retention schedules.
- Performs administrative tasks such as screening, routing and answering correspondence, assisting the public by investigating and resolving problems and/or complaints, training employees on departmental procedures.
- Coordinates and ensures the maintenance and upgrading of applicable technological systems, software, applicable office equipment and/or databases in assigned area of responsibility.
- Responds to Public Information Requests with appropriate City departments.
- Develops and maintains positive working relationships with vendors, customers, other agencies and P&R staff.

Other Important Duties:

- Serves as Notary to notarize necessary documents.
- May be required to work some outside regular working hours.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of public sector practices and principles.
- Knowledge of City policies and procedures.
- Knowledge of federal, state, and local laws, statutes, and regulations related to the field of public sector contracts.
- Knowledge of City policies and procedures.
- Ability to review contract documentation for discrepancies and conformance to standards.
- Ability to track funding and expenditures of contracts.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions; presents data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Excel, PowerPoint and Word.

Preferred Education, Experience, and Certifications:

- Education and experience equivalent to a Bachelor's degree plus two years experience.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extended periods of standing or sitting.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment
- May be exposed to hostile or angry employees and customers.

Equipment and Tools Utilized:

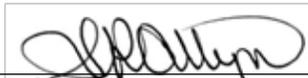
Equipment utilized includes personal computer, copier, calculator, fax machine, scanner, and other standard office equipment, engineering and drafting equipment, and department vehicles.

Approved By:

Signed by Rick Wieland, Director of Parks and Recreation
Rick Wieland, Director of Parks and Recreation

12/01/2014

Date



Shannon K. Allyn, Human Resources Generalist

12/01/2014

Date